

Sowela Web and Hybrid Class Students REQUIRED to Take Online Tutorial

Sowela Technical Community College students are required, to complete successfully a SOWELA Student Blackboard Online Tutorial that will show them how to navigate and use the system. This short course will provide students with the necessary information to learn that process. Because the software is upgraded on a regular basis and because instructions are modified for time to time, all web and hybrid class students, **even those who have taken the tutorial previously**, must take the tutorial before their teachers can enroll them in their coursesites. Students should READ CAREFULLY and FOLLOW INSTRUCTIONS **EXACTLY AS WRITTEN**.

So, what is Blackboard anyway? Blackboard is the name of the software that delivers your online/internet course(s). **Even if you don't register to take an online class, the teachers for your face-to-face classes may still use Blackboard to post grades, your class syllabus, assignments, and other important class documents.**

All Sowela students are automatically enrolled in the Sowela Student Blackboard Online Tutorial site..

The Blackboard tutorial will include the following components:

- Technology requirements for taking online classes
- How to get started the right way
- How to access the course management system
- How to navigate the coursesite
- How to access course documents and assignments
- How to submit assignments
- How to use the coursesite email system
- How to use the discussion board
- How to check grades
- How to communicate with instructors
- How to be successful in an online class
- How to get help with problems

Remember, like traditional face-to-face classes, online classes begin the **first** day of the semester. This tutorial must be completed and its test passed with at least a **grade of 80** BEFORE you will be allowed to begin work in your courses if you are enrolled in an online or hybrid class section. Don't get behind! Begin your tutorial ASAP so that you will be finished before the semester begins. This is especially important for summer semester classes because there are only 8 WEEKS in the semester! A delay of just a week or two in getting started can put you so far behind in course work that you may be forced to drop the class before you even begin it.

Once you complete the tutorial exam, complete the last assignment listed in the Assignments area by emailing your instructor(s) with the news that you have completed the tutorial and exam. Once your teachers ascertain that you have passed the tutorial, they will add you to their coursesites and allow you to begin work in your online classes.

Desiree Devereaux

Sowela Electronic Learning Coordinator

- Office: Electro-Mechanical Bldg. Room 330
- Phone: 337.491.2702 (office) 337.540.9416 (cell) 337.912.3215 (BlackBerry)
- Email: desiree.devereaux@sowela.edu

Semester: FALL 2010